

# Administration of the Education Program

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.1701**

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**Version: 3**

The Training School provides to residents educational programming that conforms to all state and federal laws. The Principal of the Education Program ensures the:

- Establishment and maintenance of an educational program that complies with Rhode Island General Law and the policies and procedures established by the Rhode Island Department of Elementary and Secondary Education (RIDE);
- Approval of the DCYF-RI Training School Alternative Education Program by the Commissioner of RIDE on behalf of the Board of Regents;
- Assessment of the residents' educational needs;
- Provision of the educational programs to residents; and
- Transition to community education programs upon the resident's release.

The Mission of the Education Program, as a mandatory educational program within a juvenile correctional facility, is to create a safe and consistent learning environment in which residents can learn the skills, knowledge and values to succeed in school, work and the community. The Education Program recognizes the importance of achieving and maintaining the highest standards of performance. The Education Program is reviewed and evaluated by state and nationally recognized autonomous accrediting entities. This practice contributes to continuous improvement and helps to ensure the quality and integrity of services to residents.

## Related Procedure

### [Administration of the Education Program](#)

## Related Policy

### [Administrative Responsibility](#)

### [Mission, Philosophy, Goals and Purpose](#)

### [Legal Establishment](#)

### [Discipline for Academic and Vocational Classes](#)

### [Education Program: Structure and Operations](#)

### [Training and Professional Development](#)

### [Civil Rights: Federal Laws and Regulations Regarding Nondiscrimination](#)

## Administration of the Education Program

### Procedure from Policy 1200.1701: Administration of the Education Program

- A. The Principal facilitates the required approval by the RI Department of Elementary and Secondary Education (RIDE) of the Education Program.
- B. The Superintendent routinely meets with the Principal to:
  - 1. Establish and/or review educational policies and procedures;
  - 2. Identify and plan processes for quality improvement;
  - 3. Review policies and procedures at least annually and revise as needed; and
  - 4. Ensure compliance with Rhode Island General Law (RIGL) 16-12.1-1 which recognizes that educational administrators are not members of teacher collective bargaining units. To ensure the orderly and effective functioning of public education, the law requires employers to inform school administrators of the bases or reasons for their suspension, dismissal, or non-renewal of their employment relationship and to afford administrators an opportunity to be heard.
- C. The Principal is responsible for the effective design and delivery of educational services and ensures:
  - 1. A clearly articulated mission that focuses the attention of staff and others on program goals is posted prominently within the facility, reviewed annually and revised as necessary.
  - 2. A program structure that moves residents toward greater independence by increasing life skills, productive use of leisure time and transition to the community in conformance with DCYF Policy 1200.1702, Education Program: Structure and Operations.
  - 3. Accountability in goal attainment which is monitored and documented in conformance with state and federal law and regulation.
  - 4. Accountability in Fiscal Administration:
    - a. Managing the allotment of appropriations and budget preparations.
    - b. Routinely monitoring expenses related to areas of responsibility.
    - c. Preparing itemized operational budgets for areas of responsibility and submitting them to the Superintendent or designee annually.
  - 5. Educational staff receive orientation and training in conformance with DCYF Policy 400.0000, Training and Professional Development.
  - 6. Educational staff are credentialed in conformance with DCYF Policy 1200.0000, Legal Establishment.
  - 7. A system of governance for the Education Program that delineates the chain of authority, provides adequate and appropriate decisional authority to the administrative, educational, custodial, social service and other professional staff and defines and coordinates their roles in the effective operation of the system.
    - a. The Principal provides direct supervision to the Assistant Principal, Director of Special Education and support personnel, as appropriate.
    - b. The Principal assigns supervisory duties and responsibilities as he/she deems necessary and/or appropriate.
    - c. The Principal manages the daily planning and operations of the itinerant and career/technical programs and the post secondary education programs.
    - d. The Director of Special Education provides direct supervision and guidance to the Resident Support Programs. The Director of Special Education is responsible for managing the daily planning and operations of Language support, Guidance and Math, English Language Learners (ELL) support, Resource support and Clinical support.
  - 8. The program development and improvement plan is structured and monitored to:
    - a. Identify personnel training and professional development needs to maintain high teaching quality across three primary areas: knowledge of subject matter, of teaching strategies and of approaches for learning.

- b. Implement initiatives that focus on the continual improvement of programming.
  - c. Develop standardized methods to analyze, monitor and manage program outcomes.
  - d. Assist in the development and monitoring of short and long term goals.
  - e. Develop and manage strategies for data collection and follow-up.
- 9. Participation in the RIDE student information systems as required.
- D. The Principal supports a Community Advisory Board that provides an inclusive, cooperative model for involving the other state departments, members of the business community, religious community, voluntary services community and social service community in advising and devising programming and in supporting and advocating for the residents as they attempt to build new and successful lives in the community.
- E. In compliance with [DCYF Policy 100.0140, Civil Rights: Federal Laws and Regulations Regarding Nondiscrimination](#), the Education Program administration notifies staff and residents about their rights and grievance procedures to resolve complaints.
- F. Paragraphs A - E are consistent with American Correctional Association Standards 3-JDF-5C-01; 3-JTS-5D-01; 3-JTS-5D-02; 3-JTS-5D-04; 3-JTS-5D-05; 3-JTS-5D-08; 3-JTS-5D-09; 3-JTS-5D-10; 3-JTS-5D-11; 3-JTS-5D-13; 3-JTS-5D-14 and 3-JTS-5D-15.